MEMORANDUM FOR: Deputy Director, Support

SUBJECT   : Establishment of the CIA Automatic Data Processing Staff

1. This is to request your concurrence in principle with the establishment of the CIA Automatic Data Processing Staff as delineated in this memorandum and its attachments.

2. It shall be the mission of the CIA Automatic Data Processing Staff (CIA ADP Staff) to provide Agency-wide leadership and staff assistance in the development and coordination of automatic data processing activities. The major initial effort of this Staff shall be the development and implementation for the Deputy Director, Intelligence of a computing program to meet the DD/I need.

3. Personnel positions and budgetary support requisite to the establishment of this Staff will be drawn jointly from DD/S and DD/I resources.

4. Initial space requirements for the CIA ADP Staff will be approximately 5,000 square feet. Because of the close working relationship with customer offices which the developmental aspect of this Staff's responsibilities will require and because most of the studies and computing applications undertaken by the Staff must be handled in Special Center Areas, it is highly desirable, if not essential, that the CIA ADP Staff be located within the New Building. (In view of the newness of this component, no space in the New Building has as yet been assigned to the Staff.)

5. The mission and functions, organization, staffing complement, and budget and space requirements of this Staff are delineated in Annex A to this memorandum. Requirements associated with fifteen (15) supplementary DD/I persons are contained in Annex B.

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CONCURRENCE: _____   Date: _____
             Deputy Director, Support

CONCURRENCE: _____   Date: _____
             Deputy Director, Intelligence

Attachments:
    Annex A - Descriptive materials
    Annex B - Requirements associated with 15 additional
              DD/I personnel.

ANNEX A

DESCRIPTIVE MATERIALS

Contents

DEFINITIONS

1. The initials ADP mean automatic data processing.

2. The initials EDP mean electronic data processing.

3. ADP equipment is an inclusive term which encompasses all equipment used in automatic data processing, including punched card equipment, electronic computers, associated data transmission equipment, and all other equipment used in conjunction with punched card machine and electronic computer installations.

4. EDP equipment is a more restricted term which relates solely to electronic computers and directly associated devices forming an integral part of the computing system configuration.

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CIA AUTOMATIC DATA PROCESSING STAFF

MISSION:

Provides Agency-wide leadership and staff assistance in the
development and coordination of automatic data processing
activities.

FUNCTIONS:

(1) Monitors Agency automatic data processing operations to
further inter-system coordination and integration where
advantageous and appropriate.

(2) Assists Agency components in system analysis of present
or proposed operations and prepares system evaluations.

(3) Develops new automatic data processing systems to serve
Agency requirements: - performs system study and design; pre-
pares system specifications, including hardware requirements;
assists in the procurement and development of necessary ADP
resources; participates in implementation efforts, including
source data preparation, computer programming, contractor
services, technical training, time-phasing, etc.

(4) Identifies and evaluates external sources of assistance
in the data processing field and controls Agency liaison
with such sources.

(5) Determines the requirement for automatic data processing
training; develops and provides training programs in data
processing for all levels of Agency personnel; coordinates
and advises on all requests for such training.

(6) Monitors ADP equipment utilization throughout the
Agency.

(7) Approves or, when appropriate, refers to the CIA Auto-
matic Data Processing Committee with recommended action,
proposals affecting data processing systems, equipment,
research, or development.

(8) Represents the Agency in inter-agency endeavors in the
field of ADP or makes delegations of such authority; seeks
the guidance and approval of the CIA Automatic Data Proces-
sing Committee in inter-agency activities, as appropriate.
Maintains liaison with CODIB.

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TECHNICAL SUPPORT DIVISION

CIA Data Processing Staff

FUNCTIONS:

(1) Acts as central control point within CIA for relations between CIA and external commercial organizations in ADP matters.

(2) Serves as focal point for coordination and monitoring of Research and Development efforts sponsored by the Agency in the ADP field.

(3) Develops EDP training programs for CIA employees, covering both technical training and employee orientation; monitors requests for training in data processing.

(4) Provides operations research support to line organizations on request.

(5) Reviews requests for procurement of office and ADP machines and equipment and disseminates information on same within the Agency.

(6) Evaluates technically the capabilities of standard and advanced hardware items and advises on their suitability to Agency needs.

(7) Implements Agency-wide system for the measurement of ADP machine utilization and maintains continuing surveillance.

(8) Evaluates external sources of assistance in the data processing field.

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DEVELOPMENT DIVISION

CIA Data Processing Staff

FUNCTIONS:

(1) Conducts studies to determine the feasibility and merit of potential EDP applications.

(2) Carries out system analysis and system design for new EDP applications and assists in the implementation of same.

(3) Provides computer programming support to EDP applications under development.

(4) Determines need for human skills from outside organizations to support EDP development efforts and specifies and recommends contracting actions to provide for same.

(5) Determines EDP hardware needs for areas under initial development and recommends equipment procurement actions as indicated; recommends modifications in hardware configuration in operating centers as appropriate.

(6) Devises and tests EDP techniques for application against Agency data processing requirements.

(7) Participates in personnel recruitment and selection effort for staffing the DD/I Computing Center.

(8) Recommends to the Comptroller new applications to be placed on the RCA 501 computer.

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